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**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Director of Logistics

DATE: 24 March 1955

FROM : Chief, Procurement Division

SUBJECT: Weekly Activity Report

1. GENERALa. Procurement of Quartz Crystals (continued item):

Bids received under the invitation for furnishing and delivering 110,200 each Quartz Crystals are being evaluated by Commo for technical sufficiency and recommendation as to acceptance of either the base item or alternate item. The low bids submitted

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indicate that a thorough investigation of that firm's financial status and qualifications should be made prior to considering them as an award.

b. Rental of Haloid Company Xerox Copyflo Machine (continued item):

Technical justification for negotiating for this specific machine versus advertising for similar or equal equipment has been received. Action on this requisition will be commenced as soon as possible.

c. Development Contracts for OC (continued item)

Requests have been received from OC to initiate negotiations which will lead to contracts for the following developmental work:

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these actions although Commo will not submit requisitions thereror until proposals have been reviewed and approved by their office.

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b. SPB Personnel: (continued item)

No additional information has been received from the Personnel Division as to the date of replacement of Mr. [REDACTED] in the Special Purchase Branch.

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c. VAC-TIE Clips: (completed item)

The requesting activity has approved a sample of the clips and tools. The Supply Division has submitted a requisition for a large quantity of these clips and tools for stocking purposes. Requesting activities will thereafter draw their requirements from the Supply Division. Inasmuch as a source has been located for this item, it will be dropped from future reports.

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[REDACTED]

disclosed that the particular General Motors Model requested may not be procured in time to meet the designated deadline. General Motors is currently undergoing a body change of its trucks. This office is endeavouring to expedite delivery to meet the deadline date and if this is not possible, the requisitioning office will be offered comparable models of other makes as substitutes.

3. PROJECTS AND STUDIES IN PROCESS

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✓ equipment. In view of this, a committee was appointed by the Procurement Planning Committee to study this problem and submit recommendations which would rectify past difficulties. The Acting Chief of the Special Purchase Branch was appointed Chairman of this working committee, and is being assisted by representatives from the Supply Division and Security Staff. The study of this committee is progressing and it is estimated that it is 85% completed.

B. Procurement Division Manual (continued item)

Work on the draft of that portion of the manual assigned to the Negotiation and Specification Section is being continued.

The Termination and Settlement portion of the manual has been completed and distributed with the exception of those parts, pertaining to "Audit" and "Disputes" which involve other sections of the Branch. Work on these parts is being coordinated with other sections of concern.

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c. TSS

Conferences were held with Mr. [REDACTED] TSS, and Division Chiefs of TSS to expedite field inspection reports, Research and Development Contracts, for which TSS is responsible.

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